

**State of Michigan**

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

**Office Work Area Requirements**

Agency: Michigan Department of Corrections Department: Field Operations Administration/Region III Location: St. Joseph Parole Office				Contact Person: Telephone: Email:				Creation Date: Revised Date:			
					Current Space Needs		Future Space Needs				
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)	
Department Director	Enclosed Office	350		x		0		0	0		
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0		
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x	1	120		1	120		
Supervisors	Open Office	80		x	0	0		0	0		
Professionals, Technicians	Open Office	80		x	0	0		0	0		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	4	192		4	192		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					<b>Total Current Work Area Requirements</b> Staff 5      Area 312		<b>Total Future Work Area Requirements</b> Staff 5      Area 312				

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## Special Support Area Requirements

<b>Agency:</b> Michigan Department of Corrections <b>Department:</b> Field Operations Administration/Region III <b>Location:</b> St. Joseph Parole Office			<b>Contact Person:</b> <b>Telephone:</b> <b>Email:</b>			<b>Creation Date:</b> <b>Revised Date:</b>		
						<b>Space Needs</b>		
<b>Public Use Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>Number of Areas</b>	<b>Total Area</b>	<b>Comments</b>
Reception Area		N/A		x	N/A		0	
Service Counter/Waiting Area		N/A	224	x	N/A	1	224	Current waiting room size is 16x14
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A		0	
<b>TOTAL PUBLIC USE SPACE:</b>						<b>224</b>		
<b>Conference &amp; Meeting Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required when using User Override)</b>
Conference (40+ Person)		800	N/A	x	0		0	
Conference (10-12 Person)		225	N/A	x	0	1	281	Current Conference area is 20x14
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	0		0	
<b>TOTAL CONFERENCE &amp; MEETING SPACE:</b>						<b>381</b>		
<b>Special Use Space</b>	<b>Attributes</b>	<b>Standard Net Square Feet (NSF)</b>	<b>User Override NSF</b>	<b>x</b>	<b>Standard Number of Areas</b>	<b>User Override Number of Areas</b>	<b>Total Area</b>	<b>Comments (Required when using User Override)</b>
Mail Area		80		x	1		80	
Records & Storage	Enclosed file / supply storage.	100	260	x	0	1	260	Current storage area is 20x13
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1		36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100	260	x	0	1	260	Current area is 20x13
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	3		27	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
<b>TOTAL SPECIAL USE SPACE:</b>						<b>849</b>		
<b>TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:</b>						<b>1,454</b>		

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**User Defined Area (Non-Standard Office Space)**

Agency: Michigan Department of Corrections Department: Field Operations Administration/Region III Location: St. Joseph Parole Office			Contact Person: Telephone: Email:			Creation Date: Revised Date:		
						Space Needs		
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							0	

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Space Estimator (Page 4 of 4)

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**Summary Page**

Agency: Michigan Department of Corrections		Contact Person:		Date:	
Department: Field Operations Administration/Region III		Telephone:		Date Revised:	
Location: St. Joseph Parole Office		Email:		DMB Project Number:	
	<b>Current Space Needs</b>	<b>Future Space Needs</b>		<b>Comments</b>	
<b>Office Work Area Requirements</b>	<b>Staff</b> <b>Area</b>	<b>Staff</b>	<b>Area</b>		
Enclosed Office	0   0	0	0		
Open Office	5   312	5	312		
TOTAL NET WORK AREA REQUIREMENTS:	5   312	5	312		
		<b>Space Needs</b>		<b>Comments</b>	
<b>Special Support Area Requirements</b>			<b>Area</b>		
Public Use Area			224		
Conference & Meeting Area			381		
Special Use Area			849		
User Defined Area			0		
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:			1,454		
TOTAL NET OFFICE SPACE REQUIREMENTS:			1,766		
Net to Usable Ratio: 70%					
User Override Net to Usable Ratio:					
TOTAL USABLE OFFICE SPACE REQUIREMENTS:			2,523	Square Feet	
Total Current Staff:			5		
Total Future Staff:			5		
Percent Growth:			0%		